

Time Off/Requesting a Substitute

Skyward

- Unless it is an emergency, enter your absence in Skyward first.
- Log into ERMA, Employee Access
- Click “Time Off”
- Click “My Requests” and “Add”
- Choose the Time Off Code and Reason code from the list.
 - Sick
 - Personal
 - Funeral
 - Other – use this category for field trips, professional development, testing, etc.
- Only those fields with a “*” are required.
- Choose Single Day or Date Range and enter the Dates.
- Make sure to enter the number of days you are requesting.
- **For employees that need a substitute**
 - Check the “sub needed” box in Skyward
 - Log into AESOP – dates are prepopulated
- Click Save and it is routed to your supervisor for approval – they will get an email notifying them that a request is waiting for their approval.
- In the case of an emergency, call your building principal or Aesop at 1-800-942-3767. If you call Aesop you will need your personal ID and PIN number to call in and create an absence.
- If you no longer will be gone for a day that has already been approved, enter a negative day using the same date and reason codes. Make sure to log in to Aesop and cancel the substitute. If the time off request has not yet been approved you can delete the request. The system will ask you if you want to log in to Aesop to cancel the sub – click yes and cancel the substitute.

Aesop Notes

After you enter your absence in Skyward:

- The Aesop log in screen will appear. Enter your ID and password. The date you entered in Skyward will be pre-populated in Aesop.
- Choose the Absence Reason in the drop down menu.
- Specify the time of the absence - Full Day, Half Day AM, Half Day PM, or Custom.
 - If you need a substitute for a time period that is different than your absence, click the link in the circle to specify for the substitute his/her report times.

- Select Full Day, Half Day AM, Half Day PM, or Custom.
- Please note that Teachers On Call pays substitutes for half day or full day.
- Add Notes:
 - Notes to Substitute: basic lesson plan notes or activities in your classroom
 - These are viewable by all substitutes considering this absence opportunity, so please do not put in student-related or confidential information.
- File Attachments:
 - Upload lesson plans or other files to prepare a substitute to work in your classroom.
 - “Drag and drop” files into the “File Attachments” box, or choose a file to upload.
- To assign a particular sub to your absence, click “Create & Assign Sub”.
 - Find the name of the substitute you want, either by typing and searching the name or by clicking on “View List of Substitutes”.
 - Click on “Assign” only if the sub verbally agrees. If the name is not on the list, this sub is not available for that day(s).

View My Current Schedule:

- Navigate your interactive calendar.
 - School Closed Days are coded red – you cannot request a sub for these days.
 - In-Service Days are coded yellow – you cannot request a substitute.
 - Absences you created are coded blue – you may click on this date to see details of the absence that you created.
- See **Scheduled Absence** tab to view upcoming absences.
- See **Past Absences** tab to view absence history.
- To cancel an absence, find the absence on the **Scheduled Absence** tab or on the calendar (blue-coded day), and click the “Delete” button.

Manage My Account:

- Click the **Account** tab or click on your **name** (top bar).
 - **Personal Info**
 - **Change Pin**
 - **Shared Attachments** are generic notes about your classroom to be automatically attached to every absence you create.
 - **Preferred Substitutes** will be given preferential viewing to accept your absences.
 - Select your favorite substitutes by typing in each substitute’s name, and clicking “Add Substitute to List”.
 - Rank order your favorite five; they will be notified of your opportunity immediately. Click “Save Changes”.
 - **Excluded Substitutes** will not see opportunities for your classroom. Type in the substitute’s name, click “Add Substitute to List”, and click “Save Changes”.

Explore Other Features:

- Click the **Feedback** tab to answer short questions and enter a rating (1-5 stars) for the substitute's performance.
- **Help Tab**
 - Access User Guide
 - Call Teachers On Call (1-800-713-4439) for direct help.